
CHAPTER 3

OFFICER STATUS

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CATEGORIES OF COMMISSIONED OFFICERS

PERMANENT REGULAR

Permanent regular officers, who hold permanent commissions in the Coast Guard officer corps, are appointed from one of these sources:

- ☞ Coast Guard Academy graduates.
- ☞ Chief warrant officers and previously enlisted regular Coast Guard personnel who have received a commission through Officer Candidate School (OCS) and who successfully integrated.
- ☞ Coast Guard Reserve members who have served at least two years on extended active duty and successfully integrated.
- ☞ U.S. Merchant Marine licensed officers who have served two or more years aboard a U.S. vessel in the capacity of a licensed officer and successfully integrated.

TEMPORARY

Temporary officers are normally chief warrant officers and enlisted personnel who hold a temporary commission; they also hold the permanent status of their warrant or enlisted rank.

RESERVE

Reserve officers fall into one of three categories:

- ☞ Reserve officers on Extended Active Duty. Normally these are OCS graduates and direct commissioned officers who are on the Active Duty Promotion List (ADPL), and who have not yet qualified for integration.
- ☞ Ready Reserve officers serving on extended active duty.
- ☞ Reserve officers of the Selected Reserve. These are paid drilling reservists. They perform periodic drills, referred to as inactive duty for training (IDT), and up to 14 days of active duty training (ADT) per year.
- ☞ Reserve officers of the Individual Ready Reserve (IRR), unpaid reservists who have no obligation to participate in the Selected Reserve.

RESERVE PROGRAM ADMINISTRATOR (RPA)

An RPA is a Coast Guard Reserve officer assigned to extended active duty for an indefinite period to organize, administer, recruit, instruct, and train the Coast Guard's Reserve component. RPAs are not included in the ADPL or Inactive Duty Promotion List (IDPL) but compete for promotion only against other RPAs.

PERMANENT COMMISSION TEACHING STAFF (PCTS)

Officers on the Coast Guard Academy PCTS appear neither on the ADPL or IDPL, and compete for promotion only with other PCTS officers.

CATEGORIES OF COMMISSIONED OFFICERS

PUBLIC HEALTH SERVICE (PHS) Public Health Service (PHS) officers are detailed to the Coast Guard and managed as Coast Guard officers. However, they do not compete for promotion against those on the ADPL.

RETIRED RECALL As Service needs may require and with the member's consent, the Commandant may direct the recall to active duty of a retired regular officer or reserve officer in RET-2 or RET-1 for a specific period of time. In time of war or national emergency, the Commandant may order any regular officer on the retired list to active duty.

CHIEF WARRANT OFFICERS Chief warrant officers are commissioned Coast Guard officers. They are mature individuals with appropriate education and/or specialty experience who, through demonstrated initiative and past performance, have shown they have the potential to assume positions of greater responsibility requiring broader conceptual, management, and leadership skills. Enlisted and officer experience provides these officers a unique perspective in meeting Coast Guard roles and missions.

OFFICER ACCESSION PROGRAMS

OFFICER CANDIDATE SCHOOL (OCS)

Located in New London, Connecticut, OCS is a large source of Coast Guard commissioned officers. OCS graduates receive either a reserve or temporary commission, depending on an individual's qualifications.

OCS QUALIFICATIONS

Type of Commission	Reserve	Temporary
Age	21-27	21-27 Applicant may exceed maximum age by adding one month of age, up to 60 months, for every month served on active duty in any of the armed services branch. CG CWO max age 39
Prior Military Service	None (Applicants with more than 6 years of non-CG active duty are not eligible)	4 years active duty (at least 2 years must be in Coast Guard)
Rank		E-5 and above
Education	Bachelor's or higher	Bachelor's or higher OR Have attained top 25 th percentile scores on all parts of the DANTES General Exam or the College Level Examination (CLEP) OR Have completed one year of study (30 semester hours at an accredited, degree-granting college or university), AND Have satisfactorily completed one college-level math course OR Have passed the DANTES General Mathematics Examination of the CLEP
Screening Test	Achieve a minimum score on any one of the following qualifications tests: SAT - a combined score of 1000 SAT I - a combined score of 1100 ACT - a combined score of 21 ASVAB - a minimum of 110 GT	

OFFICER ACCESSION PROGRAMS

APPLICATION PROCEDURE

- ☞ Complete the commissioning physical examination.
- ☞ Prepare application package.
- ☞ Complete the board interview.

REFERENCE

COMDTINST M1000.6 (series), Personnel Manual

OBLIGATION

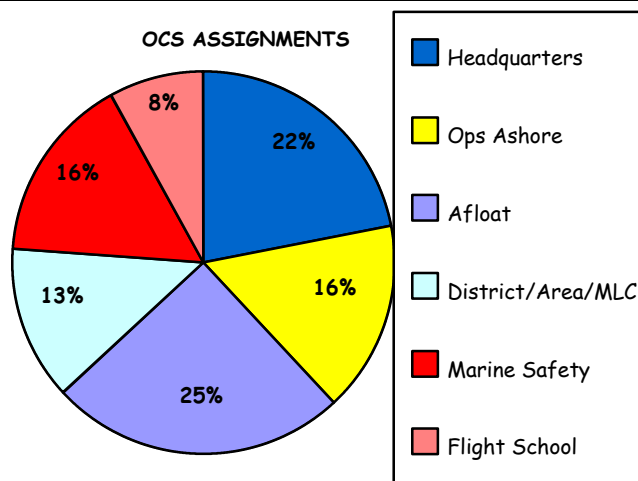
Both reserve and temporary commissioned officers incur a three-year obligation on graduation and may be afforded an opportunity to apply for integration or designation as an RPA. Reserve officers must serve a total of eight years' commitment of combined active and Ready Reserve after graduation.

INITIAL ASSIGNMENT

Initial assignments after OCS vary widely. The pie chart shows the percentages by units of initial assignments from OCS classes FY95-97, representing 268 graduates. Even though the chart below shows a significant number of initial assignments in administrative billets, the Coast Guard's goal is to maximize operational opportunities for junior officers from all sources. OCS officers who perform well in administrative billets should seek an operational assignment after 18 to 24 months. Of course, some opportunities may come earlier so it is always wise to keep a current ADC on file.

PRIOR ENLISTED ASSIGNMENTS

OCS graduates with prior enlisted experience are often assigned to billets that capitalize on their prior experience.



PRIOR ENLISTED OCS PACKAGE

A selection board rigorously screens applicants who meet minimum program requirements. Selection is highly competitive; for example, one board evaluated 367 reserve and 150 temporary commission packages to select 40 candidates. To select the best qualified for available openings, each applicant's total performance and qualifications are evaluated using the "whole person" concept. Factors considered in reviewing an application include the applicant's narrative, commanding officer's recommendation, interview board report, enlisted performance evaluation marks, education, personal awards, volunteer activities (Coast Guard and community service), and military and civilian records.

OFFICER ACCESSION PROGRAMS

COAST GUARD ACADEMY	Located in New London, Connecticut, the Academy is the largest single source of commissioned Coast Guard officers. Academy graduates serve an obligated five years of active duty after graduation.
REFERENCE	COMDTINST M1000.6 (series), Personnel Manual
ACADEMY QUALIFICATIONS	<p>Age: 17-22 (before 1 July of the year entering to the Academy)</p> <p>College Examinations: Scholastic Aptitude Test (SAT) or American College Testing Assessment (ACT)</p> <p>Other Requirements: (non inclusive) High school record and class standing evaluated Physical examination Must be unmarried No legal obligations from a previous marriage</p>
CONGRESSIONAL NOMINATIONS	The Coast Guard Academy is the only federal service academy that does not require Congressional nominations.
ADDRESS:	Director of Admissions U.S. Coast Guard Academy 15 Mohegan Avenue New London, CT 06320-4195
ASSIGNMENT GOAL	Current policy is to assign Academy graduates to afloat billets as an Engineer Officer-In-Training (EOIT) or Deck Watch Officer (DWO).

OFFICER ACCESSION PROGRAMS

DIRECT COMMISSION OFFICER (DCO) The Direct Commission Officer program (DCO) provides officers to fill junior officer billets that cannot be filled through other sources. For specific billets, refer to the DCO programs listed below.

REFERENCE COMDTINST 1131.23, Direct Commission Programs

QUALIFICATIONS While each program has its own qualifications and application procedures; certain qualifications are common to all of them.

- ☞ Must be a U.S. citizen.
- ☞ Obtain commissioning physical and meet physical requirements.
- ☞ Any officer on the ADPL is not eligible to apply.
- ☞ Applicants on active duty from other services must have a statement from their former service stating the applicant has an approved conditional release date.
- ☞ Applicants with 10 or more years of active duty in other services are not eligible.

PROGRAMS This is a current list of DCO programs; each has its own individual requirements.

- ☞ Direct Commission Aviator Program (DCA)
- ☞ Direct Commission Maritime Academy Graduate Program (MARGRAD)
- ☞ Direct Commission of previously trained military officers
- ☞ Direct Commission Engineer Program (DCE)
- ☞ Direct Commission Lawyer Program (DCL)
- ☞ Direct Commission Environmental Manager Program (DCEM)
- ☞ Physician Assistant Program (PYA)

TRAINING Officers appointed under the Direct Commission Program attend the four-week DCO course.

HOW TO APPLY Qualified civilian and non-Coast Guard applicants should request application forms from the nearest recruiting office. Coast Guard members should request application forms from the [Coast Guard Personnel Command \(CGPC-CGRC\)](#).

Requests should be in letter form and include the applicant's name, address, date of birth, and complete resume of background and experience. Applicants who meet the basic requirements will be furnished a set of application forms.

OFFICER ACCESSION PROGRAMS

RESERVE PROGRAM ADMINISTRATORS (RPA)	RPAs are commissioned Coast Guard Reserve officers in the grade of lieutenant (junior grade) or above on extended active duty to organize, administer, recruit, instruct, or train the Coast Guard's Reserve component.
REFERENCES	COMDTINST M1001.27 (series), Reserve Personnel Management Manual COMDTINST M1000.6 (series), Personnel Manual
RPA PROMOTION LIST	RPAs have their own special occupational field. They do not compete for promotion with officers on the ADPL or IDPL but only with officers on the RPA promotion list.
ASSIGNMENTS	RPAs are required to have a wide knowledge of the Coast Guard to execute their duties properly. They generally are assigned to Reserve administrative duties two-thirds of the time and out-of-specialty tours one-third of the time.
REQUIREMENTS	Any officer on the ADPL or IDPL in the grade of lieutenant or lieutenant (junior grade) must have at least two years' commissioned service at the time the RPA designation board convenes. Those in the grade of lieutenant must have a maximum of three years time in grade when the board convenes.
HOW TO APPLY	Applicants should send a letter request through the chain of command to: <div style="text-align: center;">Coast Guard Personnel Command (CGPC-opm-1) 2100 Second St. S. W. Washington, D. C. 20593-0001</div> The letter should briefly summarize the officer's previous service, educational background, and, if on inactive duty, when the officer will be able to report for duty after notification of selection.
COMMAND ENDORSEMENT	Officers in the chain of command shall make a recommendation about the applicant's potential to serve as an RPA.
DUE DATE	Submit applications in January to arrive at CGPC-opm-1 before phase of the RPA designation board.
NUMBER	Normally between four and six new RPAs are designated each year.
PROVISIONAL RPA	Every officer selected is initially designated as a provisional RPA for a two-year probation; after that period the next RPA designation board will consider the member for designation as a permanent RPA.

OFFICER ACCESSION PROGRAMS

READY RESERVE DIRECT COMMISSION (RRDC) Individuals may apply for a direct commission in the Coast Guard Selected Reserve at the ranks of ensign or lieutenant (junior grade). Enlisted and non-prior service candidates appointed under the program, including graduates who have completed the Maritime Academy Reserve Training Program (MARTP), are required to attend the three week Reserve Officer Candidate Indoctrination (ROCI) course before commissioning.

REFERENCE COMDTINST M1000.6A, Personnel Manual

RRDC QUALIFICATIONS

Type of Commission	Reserve	Temporary
Age	21-33	21-33
Prior Military Service	None	None
Rank	E-5 and above	
Education	Bachelor's or higher OR Have completed one year of study (60 semester hours at an accredited, degree-granting college or university), AND Have satisfactorily completed one college-level math course OR Have passed the DANTES General Mathematics Examination of the CLEP	Bachelor's or higher
Screening Test	Achieve a minimum score on any one of the following qualifications tests: SAT - a combined score of 1100 ACT - a combined score of 21 ASVAB – (AFQT) a minimum of 110 GT	

HOW TO APPLY First complete an eligibility checklist. If you are eligible, send the checklist to your servicing Integrated Support Command ISC/(pf). You will then receive the Ready Reserve Direct Commission (RRDC) application package. Complete it and send it to the ISC (pf) through the chain of command. If you are a civilian or a member of another service apply, to your local Coast Guard recruiter.

RRDC BOARD The ISC screening panel nominates candidates who meet the program's commissioning standards to fill district reserve requirements. The CGPC RRDC Board convenes, normally in March, to select candidates from each ISC's nominations.

OFFICER ACCESSION PROGRAMS

**RESERVE
OFFICER
CANDIDATE
INDOCTRINATION
(ROCI)** Located in New London, Connecticut, ROCI is a source of Coast Guard Reserve commissioned officers. ROCI graduates receive a reserve commission and compete for promotion on the IDPL.

**REQUIREMENT
WAIVER** Those who have held a commission or warrant appointment in the Navy or Coast Guard normally are not required to attend.

PRECOMMISSIONING PROGRAMS

PRE-COMMISSIONING PROGRAM FOR ENLISTED PERSONNEL (PPEP)

PPEP enables selected enlisted personnel with associate degrees to attend college fulltime for up to two years with a goal of qualifying to attend OCS. The program serves as an upward mobility mechanism for qualified enlisted members to become commissioned officers.

REFERENCE

COMDTINST 1131.21 (series), Precommissioning Program for Enlisted Personnel (PPEP)

WHO MAY APPLY

Enlisted Coast Guard or Coast Guard Reserve members on active duty may apply. The member must be E-4 or above and have completed at least four years' active duty service, of which at least two years must be in the Coast Guard as of the selection board date.

OBLIGATIONS

Three years for each year of college.

QUALIFICATIONS

☞ Complete sufficient undergraduate course work to complete requirements for a bachelor's degree in 24 months.

☞ Maintain a GPA of 2.5 or better on a 4.0 scale.

☞ Achieve a minimum score on any one of the three qualification tests:

SAT -- a combined score of 1000

SAT I -- a combined score of 1100

ACT -- a combined score of 21

ASVAB -- a minimum of 110 on the GT

☞ Age: 21-30

CONTACT

Education Services Officer (ESO)

PRECOMMISSIONING PROGRAMS

NAVAL ACADEMY PREPARATORY SCHOOL (NAPS)	The NAPS program is designed to provide qualified enlisted personnel with the educational skills required to compete effectively for appointments to the Coast Guard Academy. NAPS is specifically aimed at personnel who may have been educationally or culturally deprived, but who have demonstrated in the Coast Guard environment that they possess the potential to become Coast Guard officers.
REFERENCE PROGRAM	COMDTINST 1531.2 (series), Coast Guard Academy Preparatory Program The NAPS program is academically, physically, and mentally demanding. The daily routine strongly emphasizes academic study, military leadership, and athletic preparation. Although subsequent appointment to the Academy is not guaranteed, students have the opportunity to improve their scholastic background, aptitude test (SAT or ACT) score, and adaptability to military discipline and leadership.
WHO MAY APPLY	Enlisted personnel who apply for an Academy appointment but are not selected are automatically considered for NAPS. In addition, enlisted personnel may apply directly for the NAPS program.
QUALIFICATIONS	<ul style="list-style-type: none">☞ Age: Under 21 by July 1 of the year the program begins☞ Degree: High school graduate
OBLIGATION	☞ Two years of active obligated service, as of 15 June of the year the program begins.
WRITE TO:	Director of Admissions U.S. Coast Guard Academy 15 Mohegan Avenue New London, CT 06320-4195

PRECOMMISSIONING PROGRAMS

MINORITY OFFICER RECRUITING EFFORT (MORE)	MORE is available to all students attending college. Students attending Historically Black Colleges and Universities (HBCU), member schools of the Hispanic Association of Colleges and Universities (HACU), or other approved institutions with significant minority populations are encouraged to apply.								
BENEFITS	On selection, the candidate enlists in the Coast Guard and performs duties similar to those of the Coast Guard Reserve. The Coast Guard pays for books and tuition during junior and senior year.								
REFERENCE	COMDTINST 1131.16, Minority Officer Recruiting Effort								
QUALIFICATIONS	<p>☞ Achieve a minimum score on any one of these three qualification tests:</p> <table><tr><td>SAT</td><td>combined score of 1000</td></tr><tr><td>SAT I</td><td>combined score of 1100</td></tr><tr><td>ACT</td><td>combined score of 21</td></tr><tr><td>ASVAB</td><td>a minimum of 110 on the GT</td></tr></table> <p>☞ Age: 21-26 upon selection board date.</p> <p>☞ College Status: Sophomore or junior enrolled in a four-year degree program at an approved institution.</p> <p>☞ Maintain a 2.5 GPA or better on a 4.0 scale.</p>	SAT	combined score of 1000	SAT I	combined score of 1100	ACT	combined score of 21	ASVAB	a minimum of 110 on the GT
SAT	combined score of 1000								
SAT I	combined score of 1100								
ACT	combined score of 21								
ASVAB	a minimum of 110 on the GT								
OBLIGATED SERVICE	MORE candidates enlist in the regular Coast Guard for a four-year active duty obligation.								

PRECOMMISSIONING PROGRAMS

MARITIME ACADEMY RESERVE TRAINING PROGRAM (MARTP)

The Maritime Academy Reserve Training Program (MARTP) was created to increase the number of technically trained officers with industry related backgrounds. MARTP is designed to attract the highest performing cadets to a Coast Guard Reserve commissioning program at the end of their freshman year. Upon completion of the MARTP and graduation, the cadets will be commissioned as Ensigns in the reserve. The cadets will also be offered the opportunity to compete for active service via the Maritime Academy Graduate Direct Commission (MARGRAD) Program and other direct commissioning programs.

PROGRAM OBJECTIVE

The program objectives are to provide highly qualified prospective Coast Guard officers with the broadest experience and enhanced potential to excel as a regular or reserve career officer. MARTP also provides cadets with field experiences with marine inspectors, investigators, and pollution responders, which enable the students to better understand Coast Guard missions and carry back positive experiences to their classmates and the marine industry.

REFERENCE

COMDTINST 1131.22A, Maritime Academy Reserve Training Program (MARTP)

CHIEF WARRANT OFFICER APPOINTMENT PROCESS

INTRODUCTION	The Chief Warrant Officer (CWO) appointment process emphasizes performance as the most critical factor in appointment.
REFERENCE	COMDTINST M1000.6 (series), Personnel Manual
ELIGIBILITY	The CWO Appointment Board convenes annually in June. Candidates must meet all eligibility requirements in Section 1.D. of the Personnel Manual by 1 January before each board.
RESUME AND OER	<p>All primary and alternate candidates submit their resume to the President, CWO Appointment Board, through their chain of command. Mail the resume in the format below to CGPC-opm-1.</p> <ul style="list-style-type: none">☞ Two-page limit, single-spaced, single-sided, 12-point text.☞ A historical summary of primary and collateral duties.☞ A summary of major professional accomplishments.☞ A summary of the reason(s) for desiring appointment to Warrant grade. <p>Commanding officers shall forward resumes without comment (signature endorsement only) and enclose a completed OER, CG-5310A, without numbers assigned.</p>
APPLICATION TIPS	Have a strong OER; this is an important eligibility requirement in the selection process. Recommendations are based on an individual's qualities of leadership, personal integrity, and potential to perform as a warrant officer.
PHASE ONE: PRE-BOARD	<p>Minimum pre-board scores are established annually for primary and alternate candidates in each specialty.</p> <p>These factors rank candidates in the pre-board phase:</p> <ul style="list-style-type: none">☞ Experience (time-in-grade requirements) accounts for 40% of the pre-board score.☞ The last four years of enlisted performance evaluation marks (computed to 1 January preceding the Board) accounts for the other 60% of the pre-board score.

CHIEF WARRANT OFFICER APPOINTMENT PROCESS

NUMBER OF CANDIDATES CONSIDERED

Not all candidates move from the pre-board to the board phase; the number depends on predicted vacancies plus an additional number for unanticipated vacancies. The board will consider all primary candidates' records and consider an alternate's record only when necessary to replace a primary candidate.

PHASE TWO: BOARD

The board convenes in June. In this phase, the Warrant Officer Appointment Board (WOAB) has full authority to recommend to the Commandant the candidates whom it considers fully qualified. The candidates will be ranked in the order in which the board considers them best qualified.

FINAL ELIGIBILITY LIST

The final eligibility list, published by ALCGPERSCOM message, announces cuts based on projected service needs. Personnel names appearing at or above the cut-off are guaranteed appointments as vacancies occur. Normally, the first appointments are made 1 June of the year following the board. However, appointments could be made earlier if service needs dictate and the current list for that specialty has been exhausted.

ENLISTED ADVANCEMENTS

If you are at or above the cut-off for appointment to chief warrant officer, you are ineligible to advance to CPO, SCPO, or MCPO. If you decide to decline appointment, you must notify CGPC-opm-1 and CGPC-epm-1 within 60 days of the date time group of the publication of the final eligibility list.

REVERTING

Warrant officers cannot revert to their formerly held enlisted grade because they are discharged from the Coast Guard the day before they are appointed to warrant grade. There is no provision to revert except as a result of special board action.

RESERVE CHIEF WARRANT OFFICER APPOINTMENT PROCESS

INTRODUCTION The chief warrant officer appointment process, conducted in two phases, emphasizes performance as the most critical factor in appointment.

REFERENCE COMDTINST M1001.28 (series), Reserve Policy Manual

ELIGIBILITY The CWO Appointment Board convenes annually in December. Candidates must meet all eligibility requirements in section 7-F of the Reserve Policy Manual by 1 June before each board.

RESUME, COMMUNICATION AND OER All candidates shall submit their resume to the "President, CWO Appointment Board" through their chain of command. The resume and communication shall be mailed to CGPC-rpm. The communication shall be submitted as follows:

- ☞ Two-page limit, single-spaced, single-sided, 12-point text.
 - ☞ A historical summary of primary and collateral duties.
 - ☞ A summary of major professional accomplishments.
 - ☞ A summary of the reason(s) for desiring appointment to warrant grade.
 - ☞ Commanding officers shall forward resumes and communications without comment (signature endorsement only) and enclose a completed OER, CG-5310A, without numbers assigned.
-

OER Have a strong OER – This is an important eligibility requirement in the selection process. Recommendations are based on an individual's qualities of leadership, personal integrity, and potential to perform as a warrant officer.

PHASE ONE: PREBOARD These factors rank candidates in the pre-board phase:

- ☞ Experience (time-in-grade requirements) accounts for 40% of the pre-board score.
- ☞ The last four years of enlisted performance evaluation marks (computed to 1 June preceding the Board) accounts for the other 60% of the pre-board score.

NUMBER OF CANDIDATES CONSIDERED The board will consider all candidates' records.

RESERVE CHIEF WARRANT OFFICER APPOINTMENT PROCESS

PHASE TWO: BOARD

In the board phase (the board convenes in December), the Warrant Officer Appointment Board (WOAB) has full authority to recommend to the Commandant the candidates whom it considers fully qualified, ranked in the order in which the board considers them best qualified.

FINAL ELIGIBILITY LIST

The final eligibility list, published by ALCGPERSCOM message, announces those candidates the board considers fully qualified. The candidates are listed under their ISC by specialty and ranked by best qualified as determined by the board. Normally, the first appointments are made 1 June of the year following the board. However, appointments could be made earlier if service needs dictate and the current list for that specialty has been exhausted.

Appointments are made based on available billets, by specialty, within Integrated Support Commands.

ENLISTED ADVANCEMENTS

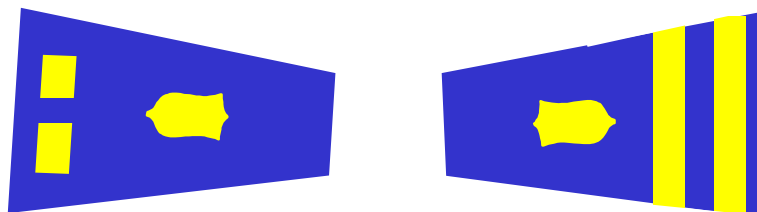
If you accept appointment to chief warrant officer, you are ineligible for advancement to CPO, SCPO or MCPO. If you decide to decline appointment, you must notify CGPC-rpm within 60 days of the date time group of the publication of the final eligibility list.

REVERTING

Warrant officers cannot revert to their formerly held enlisted grade because they are discharged from the Coast Guard the day before they are appointed to warrant grade. There is no provision to revert except as a result of special board action.

CHIEF WARRANT OFFICER TO LIEUTENANT PROGRAM

GOAL



The warrant to lieutenant program is designed to improve the inventory of ADPL officers in the middle grades in certain occupational fields where warrant officers' special skills and experience are needed to round out the experience of the total officer population. A secondary objective is to provide a limited opportunity for promotion for deserving senior members of the warrant officer corps.

NUMBER SELECTED

The exact numbers and specialties are determined annually based on projected service needs and after considering the impact on critical enlisted rates, officer promotion rates, and other officer accessions. This information is promulgated by message.

TYPE OF APPOINTMENT

Those selected are offered an appointment as a temporary officer, placed on the Active Duty Promotion List, and remain eligible for promotion in their permanent warrant officer grade.

WHO MAY APPLY

Applications will be considered from chief warrant officers W-2 who have been selected and are scheduled for promotion to W-3 on or before 30 June following the CWO to LT selection board and chief warrant officers, W-3 and W-4. Chief warrant officers W-2 eligible for selection to W-3 within the same promotion year are also eligible to apply. There is no Reserve CWO to LT program.

TIME IN SERVICE

You must have completed between 13 and 26 years of active service for retirement as of 30 June following the warrant to lieutenant selection board.

DEADLINE

Submit an application by 1 October.

BOARD DATE

The warrant to lieutenant board meets annually in November.

OBLIGATION

Three years from appointment date.

CHIEF WARRANT OFFICER TO LIEUTENANT PROGRAM

HOW TO APPLY Submit an application in letter form through the chain of command to:

Coast Guard Personnel Command (CGPC-opm-1)

State your preferred occupational field and provide a short statement addressing the reasons for aspiring to the grade of lieutenant. Recommendation letters are not allowed.

APPLYING FOR OCCUPATIONAL FIELD

You may apply only for occupational fields related to your warrant officer specialty. However, some warrant specialties can apply to more than one lieutenant occupational specialty.

DUTY ASSIGNMENTS

Warrants selected to lieutenant will be assigned to duty within the primary occupational field for which they were selected.

OCCUPATIONS

<u>OCCUPATIONAL FIELD</u>	<u>RELATED CWO SPECIALTY</u>
Surface Operations	BOSN
Weapons	WEPS
Merchant Marine Safety (deck)	BOSN/MAT/WEPS/ENG
Merchant Marine Safety (engineering)	ENG/BOSN/MAT/WEPS
Naval Engineering	ENG
Communications	COMMS
Electronics	ELC
Personnel Administration	PERS
Finance and Supply	F & S
Medical Administration	MED
Photojournalist	INF
Aviation Engineering	AVI

CHIEF WARRANT OFFICER TO LTJG (OCS)

OCS

Chief warrant officers also can apply to OCS for a commission as lieutenant (junior grade). Chief warrant officers attend OIS, the academic portion of OCS, since they are already commissioned officers. On graduation, they receive temporary commissions and can later integrate.

QUALIFICATIONS

Eligibility and application procedures are the same as enlisted OCS applicants except:

Time in Grade: Chief warrant officer applicants for temporary commissions as lieutenant (junior grade) must have at least 21 months as a chief warrant officer as of the published class convening date.

Age: Warrant officers are eligible until they reach their 40th birthday.

PROMOTION LISTS

ACTIVE DUTY PROMOTION LIST (ADPL) SENIORITY

The Commandant maintains a single ADPL of Coast Guard officers on active duty as CWO and above used principally to determine precedence for promotion (Title 14, U.S.C., Section 41(a)). The ADPL is contained in the Register of Officers, COMDTINST M1427.1 (series).

OFFICERS ON THE ADPL

Officers are listed on the ADPL in the order of seniority in the grades in which they serve. Officers serving in the same grade are carried in the order of their seniority in that grade.

There are four categories of officers on the ADPL:

- ☞ Permanent regular
- ☞ Temporary regular
- ☞ Reserve on extended active duty
- ☞ Ready Reserve on extended active duty

NOT INCLUDED

The ADPL does not include:

- ☞ Retired officers recalled to active duty
- ☞ Permanent commissioned teaching staff of the Coast Guard Academy
- ☞ Reserve Program Administrators (RPAs)
- ☞ Ready Reserve officers assigned to the IDPL
- ☞ Public Health Service (PHS) officers detailed to the Coast Guard and managed as Coast Guard officers (see 3-4 and 4-45).

SIGNAL NUMBER

Officers on the ADPL are assigned a signal number annually designating their seniority in relation to other active duty officers.

CWO PRECEDENCE

CWOs are also listed in the register. Their initial order of precedence is determined by their initial date of appointment. Officers appointed on the same date will appear in the register in the same relative manner (by specialty) as they appeared on the relevant final eligibility list for appointment to warrant grade. The hierarchy of the specialties is specified in Article 2.a(1) of the Personnel Manual (COMDTINST M1000.series).

PROMOTION LISTS

INACTIVE DUTY PROMOTION LIST (IDPL) The lineal list of Coast Guard Reserve officers in an active status is maintained on the IDPL. The IDPL does not include:

☞ Reserve officers on extended active duty

☞ Reserve Program Administrators

RESERVE RUNNING MATE SYSTEM

IDPL promotion system is based on the running mate system. Each IDPL officer has a running mate on the ADPL. The ADPL officer will be senior to the IDPL officer.

The IDPL officer, if selected for promotion, will have the same promotion date as his/her ADPL running mate. If the ADPL running mate is not selected for promotion, the next senior ADPL officer that was selected for promotion will become the IDPL's new running mate.

A new ADPL running mate will be assigned if the ADPL officer is promoted, passed over, discharged or retired before the IDPL officer.

EXTENSIONS

EXTENSION

Reserve officers serving on active duty may apply for extensions of active duty agreements. This is especially important for reserve officers on initial periods of active duty who wish to integrate into the regular Coast Guard. (Temporary officers and those selected for promotion by an ADPL best-qualified board, do not need to apply for an extension to integrate).

REFERENCE

COMDTINST 1401.5 (series), Officer Personnel Board/Panel Schedule
COMDTINST M1000.6 (series), Personnel Manual

HOW TO APPLY

To apply for an extension, send a letter request through the chain of command to:

Coast Guard Personnel Command (CGPC-opm-1)

Requests must be submitted in time for the appropriate reserve officer extension board to consider them.

COMMAND ENDORSEMENT

The commanding officer's endorsement should discuss the applicant's suitability for continued service and any special qualifications or abilities.

RESERVE EXTENSION BOARD

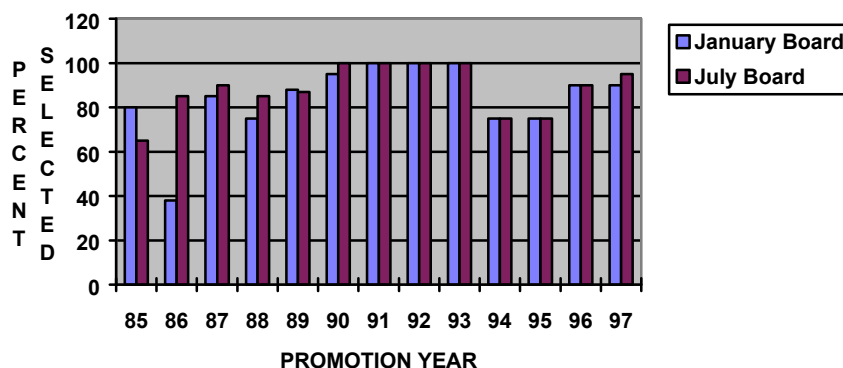
☞ The reserve officer extension board normally meets in January and July.

☞ Extension requests normally are due one month before the board meets.

☞ The board considers officers on a best-qualified basis.

OPPORTUNITY TO EXTEND

The opportunity to extend has varied greatly over the past 12 years depending on the needs of the Service.



INTEGRATION

PURPOSE

Reserve officers who remain on active duty for an extended time to meet routine Service needs lose their status as trained officers held in reserve for an emergency. Similarly, temporary regular officers hold probationary commissions for several years while retaining a permanent status as enlisted or warrant. Once a best-qualified promotion board selects temporary and reserve officers (usually lieutenant), it is expected they possess the potential and skills for long-term active duty service. At this point, reserve and temporary officers can apply for integration.

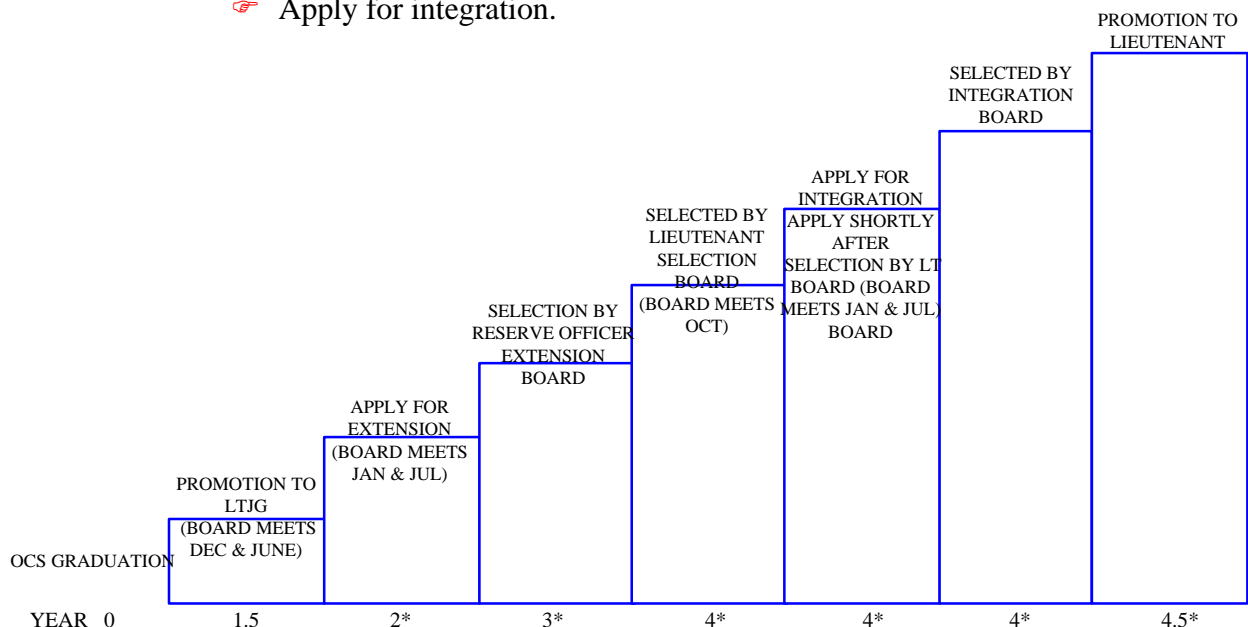
REQUIREMENTS

- ☞ Comply with maximum allowable weight standards.
- ☞ Complete at least two years' active duty in the Coast Guard during current active duty period.
- ☞ ADPL board selects for promotion under the best-qualified system.
- ☞ Meet requirements during the current period of active duty.

STEPS TO INTEGRATION

For officers commissioned as ensigns:

- ☞ Near the end of the three-year obligation, apply for and receive extension.
- ☞ Be selected for lieutenant.
- ☞ Apply for integration.



* EXACT TIMING WILL DEPEND ON COMMISSIONING DATE.

INTEGRATION

LTJG

For officers commissioned LTJG or above:

INTEGRATION

- ☞ Be selected for promotion by an ADPL best-qualified board.
- ☞ Apply for integration.

HOW TO APPLY

To apply for integration send a letter request through your chain of command to:

[Coast Guard Personnel Command \(CGPC-opm-1\)](#)

Submit your request within 90 days of when the integration panel is scheduled to meet.

INTEGRATION PANEL

The commanding officer's endorsement should discuss the applicant's suitability for continued service and any particular special qualifications or abilities.

- ☞ The integration panel normally meets in January and July.
 - ☞ The panel will consider officers on a fully-qualified basis.
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